

## HOW TO FILE AN APPEAL

### WHAT IS AN APPEAL?

An appeal is a written request from a City employee or department to have the Civil Service Commission review a personnel action or decision and determine if City personnel rules, policies and laws were followed.

### HOW DO I FILE AN APPEAL?

Most appeals must be filed at the Commission Office, within twenty days of notice of the disciplinary action or decision. The Commission's appeal form may be used. The form is available on line at [http://www.seattle.gov/csc/filing\\_appeals.htm](http://www.seattle.gov/csc/filing_appeals.htm) and in the Commission's office, Room 700 5<sup>th</sup> Avenue, Suite 1670.

Instead of using the appeal form, you may submit a written statement to the Commission. Your statement must include a short description of what is being appealed and why, a brief summary of the facts of your appeal, your expected outcome, and a street address where you can receive documents.

You and the department that is the subject of your appeal will receive a receipt letter from the Commission, within days of filing the appeal. The department will also receive a copy of the appeal.

### WHAT TYPES OF ACTIONS MAY BE APPEALED:

#### Disciplinary actions such as:

- Suspensions, Demotions, and Terminations

Employees being suspended, demoted or terminated usually receive a notice from the department, with their final discipline letter stating that an appeal may be filed with the Civil Service Commission. Your appeal must be filed within twenty days after you receive this notice. The Commission cannot accept appeals that are filed late.

#### Actions involving violation of personnel rules, laws, and ordinances such as:

- Classification and/or compensation determinations
- Out-of class work assignments
- Overtime
- Performance Evaluation and Selection Processes (not content)
- Political Patronage
- Violations of City Charter, Codes, Rules, and Personnel Policies

### STAFF ASSISTANCE

Commission staff may answer questions and give information about Commission rules and forms, and the appeal process. Commissioners or staff may not offer legal advice or help you decide to file an appeal. If help is needed filing an appeal, it is recommended that an attorney or other knowledgeable person be consulted.